


SECRET
V. Minutes

17 March 1959

**MEMORANDUM FOR: Chief, Benefits and Casualty Division
(Office of Personnel)**

**SUBJECT : Emergency Travel Insurance Plan with
F. W. Berens Insurance Service Inc.**

1. The proposal dated 5 March 1959 to establish a plan for emergency travel insurance with F. W. Berens Insurance Service, Incorporated, 1722 L. N. W., Washington, D. C., has been submitted to a vote of the Board of Directors and has been unanimously approved. The original memorandum to the F. W. Berens Insurance Incorporated, dated 5 March 1959, is returned herewith for forwarding to that organization for approval of the conditions as established in that memorandum.

2. Upon approval by the Berens Insurance Service appropriate steps should be taken to inform Agency employees of the existence of this insurance plan. It is further understood by the Board members that the AIU has discontinued issuing any further policies under their plan and when the present policies in force have expired, our relationship with AIU in this regard will have ceased.


Chairman, Board of Directors
GEHA, Inc.

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SECRET

2. Minutes

5 March 1959

Mr. Howard de Franceaux, Vice-President
F. W. Berens Insurance Service, Inc.
1722 "L" Street, N. W.
Washington 6, D. C.

Dear Mr. de Franceaux:

This is to advise that the attached travel plan (Tab A), being underwritten by Lloyd's of London, effective 1 April, 1959, which has been revised to meet the administrative requirements of the Government Employees Health Association, is acceptable to this organization provided you approve the following special agreements:

1. The complete administration and final determination of all claims will be made by GEHA, Inc.

2. Policies will be assigned numbers consecutively by GEHA, starting with [redacted]. The premiums collected will be associated with the appropriate number only, and forwarded monthly to F. W. Berens Insurance Service, Inc., 1722 "L" Street, N. W., Washington 6, D. C.

3. When a claim is filed, GEHA, Inc. will determine its validity and approve the accounting for the expenses incurred. The National Insurance Corporation of California, through F. W. Berens Insurance Service, Inc., will be furnished only the claim number and the amount of the approved claim, plus any refund which may be due. In addition, the nature of the critical illness will be reported when requested.

4. Whenever necessary, advances of funds to cover a claim will be made as expeditiously as possible by F. W. Berens Insurance Service, Inc., upon telephonic request. Accountings for such advances will be made as soon as possible by GEHA, Inc., in accordance with paragraph 3. above.

5. The claim form to be used will be the same as the official form except that it will provide for our members to pay premiums and file claims with GEHA, Inc. only.

6. GEHA, Inc. checks for premiums collected or refunds will be made payable to F. W. Barons Insurance Service, Inc. and checks for advances, payment of claims or refund of premiums will be made payable to GEHA, Inc.

7. In the event that a policy is cancelled by the purchaser, such cancellation and refunds shall be effected on a monthly pro rata basis.

In the administration of this program by GEHA, Inc. and the settling of claims, the policies enumerated below will be followed:

1. An employee stationed in the United States may purchase a policy and list a named person residing in a foreign country but not one residing in the United States.

2. Policies may be issued to employees whenever they start normal overseas training or other proceeding leading to an overseas assignment; however, never more than six months in advance. In the event the overseas assignment does not materialize, the policy will, of course, be cancelled.

3. An employee may buy two or more policies so that both he, his wife and/or other members of his family would be covered for travel to see the named person.

4. Policies applied for by personnel presently overseas will be effective on the date the policy is applied for, if accompanied by the premium and a certification by an appropriate senior official as to the date on which the application is signed. Otherwise, policies will be effective when received by GEHA, Inc.

5. Travel under this contract need not be completed within the policy year, but the certification by the doctor must be made during the policy year.

If the above is consistent with our discussions and acceptable to you, please sign one copy and return it to me.

Your efforts in obtaining this replacement coverage for our members is greatly appreciated, and it is our sincere hope that this program will prove to be mutually advantageous.

Very truly yours,

[Redacted Signature]

President

15/ [Redacted Signature]

15/ [Redacted Signature]

11/5/58

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This Notice Expires 24 January 1959

NOTICE
NO. _____

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PERSONNEL
1959

EMPLOYEE SERVICES

TEMPORARY CLOSING OF CASHIER'S OFFICE
BENEFITS AND CASUALTY DIVISION
OFFICE OF PERSONNEL

1. The Cashier's Office of the Benefits and Casualty Division, Office of Personnel, located in Room 144, Curie Hall, will be closed on 21, 22, and 23 January 1959, so that a reconciliation of payments on all accounts may be accomplished.
2. No payments or insurance premiums will be accepted during this period at the Cashier's Office.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Support)

DISTRIBUTION: ALL EMPLOYEES

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